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23 November 1953

MEMORANDEM FOR: Acting Chief, Plans & Policy Staff

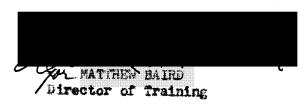
SUBJECT:

Proposed Meetings with OTR Personnel

1. The Inspector General has scheduled a series of meetings with senior OTR personnel on an individual basis, beginning 2h November and extending through 1h December. Your appointment is scheduled for: h December, 10:30 - 11:30 A.M., in Room 11, Administration Building.

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- 2. Frior to all meetings, the interviewing officer of the Inspector General's Office will have read descriptive material on the unit concerned submitted by the Director of Training.
- 3. It is requested that all unit chiefs be prepared to discuss and have available supporting documentation if necessary, on the following matters:
 - a. Personnel information on their units, to include T/o strength, on-duty strength, rate of turnover, outstanding recruitment requests, any problems of quality of personnel, and any career service considerations.
 - b. Adequacy of information given upon which schedules, assignment of instructors, and sizes of classes are determined.
 - 6. Adequacy of materials and facilities to discharge assigned training responsibilities.
 - d. Adequacy of lisison with those Agency units of organisation on whose behalf training is given.
 - e. A presentation of major accomplishments during the last calendar year and a statement of any major problems that may exist.



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Educational Specialist Training Officer	13
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